



King County

MANAGEMENT SERVICES ANALYST III
DEPARTMENT OF TRANSPORTATION
TRANSIT DIVISION / DESIGN & CONSTRUCTION SECTION
Annual Salary Range \$45,414 - \$61,492
Job Announcement No.: 03AB3641
OPEN: 08/18/03 CLOSE: 9/3/03

WHO MAY APPLY: This position is open to the general public.

WHERE TO APPLY: Required forms and materials must be sent to: **201 S. Jackson Street, MS KSC-TR-0419, Seattle, WA 98104** or hand delivered to the Career and Employment Center at 201 S. Jackson street, Floor 1A. Applications **must be received by 4:00 p.m. on the closing date.** (Postmarks are NOT ACCEPTED.) Contact Adrienne Bunney at (206) 684-1087 for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time specified above will not be processed.

FORMS AND MATERIALS REQUIRED: [King County application form](#), resume and a letter of interest detailing your background and providing examples that describe how you meet or exceed the qualifications.

WORK LOCATION: King Street Center, Downtown Seattle, 201 S. Jackson Street

WORK SCHEDULE: The work week is normally 8:00 am to 5:00 pm Monday thru Friday. This position is exempt from the provisions of the Fair Labor Standards Act and is not overtime eligible.

PRIMARY JOB DUTIES INCLUDE:

- Manage the development of both the Operating and Capital budgets for the Design and Construction Section including follow-up on maintenance and monitoring activities and establishment of the annual schedule of activities.
- Advise the Manager of Design and Construction in a variety of financial matters including long-term strategies to manage resources.
- Provide the necessary financial analyses to a diverse group of clients such as section manager, program and project managers, supervisors, and staff.
- Represent the section at division-wide analyst meetings, and be prepared to articulate the needs and issues of the Design and Construction Section to that group and others as necessary.
- Develop Business Objects queries for those who need financial informational within the section. These queries would apply to any financial aspect of projects that the section manages.
- Manage the PeopleSoft payroll activity for the section.
- Assist Project Control Engineering in analyzing/processing contract progress payments.
- Oversee management of section's project grants; section point of contact for all grants issues with DOT grants administration staff.

QUALIFICATIONS:

- Bachelor's Degree in Business, Public Administration, Accounting or related area or the equivalent combination of education, course work in the specialty areas, and experience, is required.
- Working knowledge and experience with Oracle Government Financial Systems and the Business Objects reporting/query tool or a similar large governmental financial/query system.
- Demonstrated experience with spreadsheet and data base applications (Excel and Access).
- Three years experience in all phases of financial and operational analysis, including budget development and monitoring of a large Capital Program.
- Ability to work with minimal direction as the financial expert for the section.
- Working knowledge of PeopleSoft payroll system or similar payroll system.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Ability to accurately and concisely write and present budget and other financial document presentations.
- Ability to work with groups or individuals at various levels within the county.
- Must possess necessary people skills to form professional relationships.
- Without direct supervisory authority, must be able to direct people to complete necessary budgeting or other project related financial assignments.
- Advanced knowledge of public sector budgeting, financing, managerial and financial accounting, including grant accounting and reporting.

SELECTION PROCESS: Applicants meeting qualifications will be screened based upon the clarity, completeness, and content of their application materials. Select applicants may be invited to participate in a computer exam. The most competitive candidates, who pass the exam, will be contacted for an interview.

UNION REPRESENTATION: The position in this classification will be represented by the Technical Employees Association.

CLASS CODE: 232903